



**Community Development Department
Building & Safety Division**

39550 Liberty Street, PO Box 5006, Fremont, CA 94538
510 494-4460 *ph* | 510 494-4820 *fax* | www.fremont.gov

REQUEST TO VIEW BUILDING PERMIT RECORDS

DATE: _____ **ADDRESS OF BUILDING:** _____

Records requested: () Permits () Plot Plan () Building Plans () Other _____

Copies Requested: () Yes () No () Unknown at this time

The Property is: () Residence () Commercial building () Other

Your Name: _____

Phone Number: _____

E-Mail: _____

1) There is no charge to view records.

2) Records may not be removed from the Development Services Center.

3) Records of permits may be copied. Copying fees are no more than \$1.50 per page copied and 7 to 10 days may be required for copying purposes.

4) Plans may not be copied except with the written permission, which permission may not be unreasonably withheld, of the certified, licensed or registered professional or his or her successor, if any, who signed the original documents and the written permission of the original or current owner of the building.

City staff may assist you to contact the professional for approval to copy plans. Up to 30 days or more may be required to contact the professional and the cost per professional contacted is \$82.50.

Plans that are not prepared by a certified, licensed or registered professional may be copied without the preparer's approval.

Copying fees are \$5.25 per plan sheet copied and 7 to 10 days may be required for copying purposes.

FOR STAFF USE ONLY:

History Card Number: _____ Builder of Tract Home: _____

Tract: _____ Lot: _____ Year Built: _____ Plan Number: _____

Copyright Name: _____ License Number: _____ () Architect () Engineer

Contact Info: _____

Copyright Name: _____ License Number: _____ () Architect () Engineer

Contact Info: _____

Notes: _____